



JOB APPLICATION INFORMATION FOR CIVILIAN POSITIONS

The Department of the Navy has eight regional Human Resources Service Centers (HRSC) located worldwide. Each Center recruits individuals to fill Navy and Marine Corps civilian vacancies occurring within its serviced area. Page 2 of this pamphlet contains a listing of the different regional Centers and their E-mail and mailing addresses.

Applying for civilian vacancies at any one of these Centers is easy.....just follow the steps below:

STEP 1: DETERMINE YOUR HIRING PROGRAM ELIGIBILITY AND LOCATE JOB INFORMATION.

- ❑ Review hiring program categories listed on pages 3 and 4 of this pamphlet. Your application MAY be accepted if you meet the criteria for one of the listed categories.
- ❑ Then review the job announcements on our web page at www.donhr.navy.mil. If you do not meet any of the hiring program categories, look for job announcements open to the general public on our web page at www.donhr.navy.mil or on the Office of Personnel Management web page at www.usajobs.opm.gov.

STEP 2: PREPARE YOUR RESUME. All Department of the Navy Human Resources Service Centers use an automated system to process resumes. The system uses an artificial intelligence process to “read” and identify skills from your resume. To ensure that your resume is processed correctly, carefully read and follow the tips below. Failure to follow these tips may result in your resume being rejected and/or the loss of job consideration.

- ❑ Use the resume format and instructions shown on pages 5 and 6 of this pamphlet.
- ❑ Carefully read the information and application instructions on any recruitment publications, flyers, and/or job announcements for which you are applying. Many have unique instructions or requirements.
- ❑ When additional documents are requested, please put your name, Social Security Number, daytime phone number and the announcement number (if applicable) on each page submitted, and send them to the appropriate Center.
- ❑ Complete and submit the Additional Data Sheet information requested on pages 7 and 8.

STEP 3: SUBMIT YOUR RESUME. There are four different ways to submit your resume.

- ❑ **Navy on-line resume builder.** Use the resume-builder attached to each of our job announcements on our web page www.donhr.navy.mil to prepare and submit your resume. It will automatically send your resume to the appropriate Human Resources Service Center.
- ❑ **Application Express.** Once you have a resume on file with a Human Resources Service Center, you may reuse it to apply for other job announcements issued by that Center. Just use the Application Express button located at the bottom of the job announcement on our web page or request a hardcopy Application Express form from the Human Resources Service Center that issued the job announcement.
- ❑ **E-mail.** To submit a resume via E-mail:
 - ✓ Type “Resume - (your first and last name) - (Announcement Number)” on the subject line of your E-mail.
 - ✓ Prepare your resume as a part of the E-mail message. E-mail attachments CANNOT be accepted.
 - ✓ Include your responses to the Additional Data Sheet at the end of your resume text.
 - ✓ Double-check the E-mail address of the Center where you want to send your resume.
 - ✓ Send.
- ❑ **Mailed (hardcopy) resumes.** Mail your completed resume, Additional Data Sheet, and any requested additional documents to the applicable Human Resources Service Center.

DEPARTMENT OF THE NAVY HUMAN RESOURCES SERVICE CENTER (HRSC) LISTING

HRSC Capital

Nebraska Avenue Complex, Bldg 3
291 Cryptologic Court NW
Washington, DC 20393-5444
Email resume to: wantajob@cap.hroc.navy.mil

HRSC East

Norfolk Naval Shipyard, Bldg 17
Portsmouth, VA 23709-5000
Email resume to: wantajob@east.hroc.navy.mil

HRSC Europe

PSC 821, Box 121
FPO AE 09421-5000
Email resume to: wantajob@esc.hroc.navy.mil

HRSC Pacific

178 Main St., Bldg 499
Honolulu, HI 96818-4048
Email resume to: wantajob@pac.hroc.navy.mil

HRSC Northeast

111 S. Independence Mall, East (Bourse Bldg)
Philadelphia, PA 19106-2598
Email resume to: wantajob@ne.hroc.navy.mil

HRSC Northwest

3230 NW Randall Way
Silverdale, WA 98383
Email resume to:
wantajob@nw.hroc.navy.mil

HRSC Southeast

9110 Leonard Kimble RD
Stennis Space Center, MS 39522-0002
Email resume to: wantajob@se.hroc.navy.mil

HRSC Southwest

525 B Street, Suite 600
ATTN: Code 53 - Resume Intake Unit
San Diego, CA 92101-4418
Email resume to:
wantajob@sw.hroc.navy.mil

Please note that some Human Resources Service Centers may recruit for positions within the geographic areas of other Centers.

COMMON HIRING PROGRAM CATEGORY DEFINITIONS

Please refer to the following information in answering Question 2 on the Additional Data Sheet (see page 7). You will be asked to submit supporting documentation noted for each category prior to any final job offer being made. In some cases, documentation will be required at the time of application. Please refer to announcements for specific information.

IF YOU MEET THE BELOW DEFINITION(S)	YOUR HIRING PROGRAM CATEGORY IS....
Applicants who are current, permanent career or career-conditional civilian (status) employees of any Federal agency. This does NOT include Federal employees who are currently working on temporary or term appointments. <u>Supporting documentation</u> : Copy of your most recent Notification of Personnel Action, SF-50, showing current title, pay plan, series and grade	Current Permanent Federal Civilian Employee
Applicants who are current, permanent career or career-conditional civilian (status) employees of any Department of Defense agency. This does NOT include employees who are currently working on temporary or term appointments. <u>NOTE</u> : If you meet this definition, you are also eligible as a current permanent Federal civilian employee. <u>Supporting documentation</u> : Copy of your most recent Notification of Personnel Action, SF-50.	Current Permanent DOD Civilian Employee
Applicants who are current, permanent career or career-conditional civilian (status) employees of any Department of the Navy (including United States Marine Corps) activity. This does NOT include employees who are currently working on temporary or term appointments. <u>NOTE</u> : If you meet this definition, you are also eligible as a current permanent Federal civilian employee and a current permanent DOD civilian employee. <u>Supporting documentation</u> : Copy of your most recent Notification of Personnel Action, SF-50.	Current Permanent DON/USMC Civilian Employee
Applicants who worked overseas as an appropriated fund Federal employee, while a family member of a civilian, non-appropriated fund or uniformed service member serving overseas, for an accumulated total of 52 weeks and who received a fully successful (pass) or better performance appraisal. This appointment eligibility is effective for a period of three years following the date of return from overseas to the United States to reassume residence. <u>Supporting documentation</u> : A copy of a Notification of Personnel Action, SF-50, showing completion of 52 weeks of creditable overseas service, <u>AND</u> a copy of your most recent annual performance appraisal, <u>AND</u> a copy of your Permanent Change of Station Orders used to return you to the United States.	Executive Order 12721 Eligible
Former Federal employees who previously attained career status, <u>OR</u> former Federal employees with veterans' preference who previously attained career-conditional status as a civilian employee in any Federal agency, <u>OR</u> former Federal career-conditional employees (without veterans' preference) who separated from Government service within the past three years. <u>Supporting documentation</u> : Copy of your most recent Notification of Personnel Action, SF-50.	Reinstatement Eligible
Current Non-Appropriated Fund (NAF), Civilian Intelligence Personnel Management System (CIPMS), Defense Civilian Intelligence Personnel System (DCIPS) employees or other Interchange Agreement eligibles who have served continuously for at least one year under a permanent appointment, or former Interchange Agreement eligible employees (i.e., NAF, CIPMS, DCIPS) who served under an appointment described above, and who were involuntarily separated within the past year without personal cause (i.e., not because of unacceptable conduct or performance). For further information and a list of other Federal agencies that are under Interchange Agreements, please check http://www.opm.gov/employ/html/sroa2.htm#Interchange Agreements With Other Merit Systems . <u>Supporting documentation</u> : Copy(ies) of applicable personnel actions verifying the above criteria.	Interchange Agreement (NAF, CIPMS, DCIPS, etc.) Eligible
Current or former employees displaced from non-Department of Defense Federal agencies. Additional information on this program and supporting documentation needed may be found at www.donhr.navy.mil .	Interagency Career Transition Assistance Plan (ICTAP) Eligible
Applicants who are spouses of relocating active duty military members or DOD civilian employees, may apply to specific announcements regardless of the Area of Consideration, during the 30 days preceding through the 6 months following their sponsor's relocation to the activity's commuting area. Spouses must be appointable under one of the hiring program categories identified on this form. <u>Supporting documentation</u> : A copy of sponsor's Permanent Change of Station order and copy of your most recent Notification of Personnel Action, SF-50, if applicable.	Spouse of Relocating Military Member or DOD Civilian

<p>Veterans' Readjustment Appointment (VRA): To be eligible, a veteran must have served in the Armed Forces on active duty (not active duty for training or inactive duty as a Reservist) for more than 180 days and received other than dishonorable discharge. Veterans must have served time which occurred after August 4, 1964, (or February 28, 1961, for those who actually served in the Republic of Vietnam). The 180-day requirement does not apply to veterans who were discharged or released from active duty because of a service-connected disability. It also does not apply to members of the Reserves or National Guard ordered to active duty under 10 United States Code (U.S.C.) 12301(a), (d), or (g), 12302, or 12304 for service during a period of war as defined in 38 U.S.C. 101(11) or in a campaign or expedition for which a campaign badge is authorized. "Period of War" includes World War II, the Korean conflict, Vietnam era, the Persian Gulf War, or the period beginning on the date of any future declaration of war by the Congress and ending on the date prescribed by Presidential proclamation or concurrent resolution of the Congress. To be eligible for a VRA appointment, a veteran who meets the above definition must be appointed within 10 years of his or her last discharge from active duty. If you are beyond the 10-year period, you may wish to review the definition of the Veterans' Employment Opportunity Act. <u>Supporting documentation:</u> DD-214(s) showing type of discharge. Additionally, veterans claiming 10-point veterans' preference will need an Application for 10-Point Veteran Preference, SF-15, and applicable supporting documents, as noted on the form. <u>NOTE:</u> Veterans' preference information and forms may be located on web sites such as www.opm.gov or www.dol.gov/dol/vets.</p> <p>30% or More Disabled Veteran: Individuals who have retired from active military service with a disability rating of 30 % or more; or, who have been rated by the Department of Veterans Affairs (DVA) within the preceding 12 months as having a compensable service-connected disability of 30 % or more. <u>Supporting documentation:</u> DD-214(s) showing type of discharge. Additionally, veterans will need an Application for 10-Point Veteran Preference, SF-15, and applicable supporting documents, as noted on the form. <u>NOTE:</u> Veterans' preference information and forms may be located on web sites such as www.opm.gov or www.dol.gov/dol/vets.</p>	<p>Veterans' Readjustment Appointment and/or 30% or More Disabled Veteran</p>
<p>Preference eligibles or veterans who separated from the Armed Forces under honorable conditions after substantially completing an initial 3-year term of active service. <u>Supporting documentation:</u> DD-214(s) showing length of active duty service and type of discharge.</p>	<p>Veterans' Employment Opportunity Act Eligible</p>
<p>Individuals with a major physical or mental impairment(s) that limit(s) one or more life activities as certified by a State Vocational Rehabilitation Service or the Department of Veterans Affairs (DVA). <u>Supporting documentation:</u> Recent letter from DVA or State Vocational Rehabilitation Service.</p>	<p>Persons with Disability</p>
<p>A college graduate who has: (1) an accumulated grade point average of 3.45 or above on a 4.0 scale; or, (2) graduated in the upper 10% of their graduating class or major university subdivision for baccalaureate degree. <u>Supporting documentation:</u> College/university transcript.</p>	<p>Outstanding Scholar</p>
<p>Full or part-time students enrolled in high school, vocational institution, college, or university. <u>Supporting documentation:</u> Proof of enrollment.</p>	<p>Current Student</p>
<p>Spouse of an active duty U.S. Armed Forces service member who meets ALL of the following conditions: 1) The spouse and the sponsor were married prior to the relocation (before the Permanent Change of Station). 2) Since the relocation, the spouse has not accepted or declined a permanent position or a temporary position of one year or longer at the new duty station of the sponsor. 3) The spouse is among the best qualified. 4) The position applied for is not above the highest permanent grade previously held in the Federal service. <u>Supporting documentation:</u> A copy of the sponsor's Permanent Change of Station orders. <u>NOTE:</u> Preference can be granted only once per PCS relocation. Once you accept or decline a continuing position (one that is expected to last one year or more), either appropriated fund (AF) or non-appropriated fund (NAF), at the new duty station, your eligibility for preference terminates whether or not preference was applied.</p>	<p>Overseas Military Spouse Appointment Eligible</p>
<p>A spouse, or unmarried dependent child (including stepchild, adopted child, and foster child) not more than 23 years of age who is residing with a member of the U.S. Armed Forces, or a U.S. citizen employee of a U.S. Government Agency (including nonappropriated fund activities) whose duty station is in the foreign area and has not accepted or declined a permanent position or a temporary position of one year or longer at the new duty station of the sponsor. <u>Supporting documentation:</u> A copy of the sponsor's Permanent Change of Station orders. <u>NOTE:</u> This preference does not apply to family members of locally hired civilian employees.</p>	<p>Overseas Family Member Preference Eligible</p>
<p>Overseas Limited Term Appointment may be used to recruit United States citizens in the overseas area. However, there are certain host nations-specific requirements and limitations to this authority. Contact the local Human Resources Office for specific details.</p>	<p>Overseas Limited Appointment Eligible</p>

SAMPLE RESUME FORMAT

(PLEASE LIMIT RESUMES TO 5 PAGES IN LENGTH)

George Q. Public
SSN: 123456789 (no dashes)

1111 Job Street
Anywhere, NV 99999

Home Phone: (999) 123-4567
Work Phone: (999) 765-4321
DSN: 888-4567

E-mail Address: gpublic@aol.com
Announcement Number: KMP024568

**SAMPLE
RESUME**

- * Start and end dates (month and year)
- * Hours worked per week
- * Position title
- * If Federal position, pay plan, series, and grade
- * Date of last promotion
- * Whether you are/were a temporary employee, term employee or on a temporary promotion
- * Salary
- * Employing organization's name/address
- * Supervisor's name and phone number
- * Whether we can contact the supervisor
- * Description of major duties/tasks: e.g., specific functions performed: programs, equipment.

EXPERIENCE:

Example: 01-2000 to present; 40 hours per week; Electrician; WG-2805-10; last promoted 01-2000; temporary employee; on temporary promotion; Pearl Harbor Naval Shipyard, 123 Wahoo Circle, Honolulu, HI 96818; Mr. Fred Smith, (808) 474-3344; may contact supervisor. Perform various tasks necessary to fabricate, assemble, install, overhaul, test, troubleshoot, and complete final operational check-out of electrical motors and equipment, electrical harnesses, junction box assemblies, panel assemblies, relays, electrical systems. Responsible for performing continuity and power checks on electrical harnesses in conjunction with continuity checks; working to verbal or written specifications utilizing blueprints, wiring diagrams, and work sketches as assigned.

Example: 04-1985 to 01-2000; 40 hours per week; Engine Mechanic; \$14.92 per hour; last promoted 12-1998; permanent employee; not on a temporary promotion; Boeing, Seattle WA 98124; Mr. John Doe, (206) 333-3333; may contact supervisor. Performed trouble diagnosis and repair of airplane engines. Work included engine assemblies and accessories. Was responsible for modifying, adjusting, troubleshooting, disassembling and assembling, engines, parts, components and accessories. Followed safety practices and procedures

EDUCATION: Provide name of high school, whether H.S. Diploma or GED and date completed. For post high school education, provide name of state college or university (include city and state), type and year of degree obtained (if applicable), major field of study, grade point average, and semester/quarter hours completed. Transcripts or lists of specific courses are not required unless specifically requested by a recruitment publication, flyer, or announcement.

TRAINING: List any courses that you have completed and consider relevant to your career goals. Include course name, length, and completion date.

LICENSES/CERTIFICATES: List current licenses, certificates, and/or contracting warrants. Identify the city and/or state of certification, and expiration date, if any. If you have Defense Acquisition Workforce Improvement Act (DAWIA) or Firefighter certification, identify the level and position category.

APPRAISALS & AWARDS: List current performance ratings, awards, honors, and recognition's, including date(s) of receipt.

U.S. MILITARY SERVICE INFORMATION: If you have served active duty in the U.S. military provide the following information: List dates and branch of service for all periods of active duty military service, including reservist/guard time called or ordered to active duty. List any campaign badges or expeditionary medals received. Provide type of last discharge and, if discharged prior to full period of active duty, provide reason. If retired military, provide date and rank of retirement. If currently active duty in the U.S. military, provide anticipated date of retirement, separation or start of terminal leave.

OTHER INFORMATION: List any information relevant to your career goal(s). Such information may include publications, language proficiencies, memberships in professional organizations or honor societies, membership in Acquisition Professional Community (APC), leadership activities, etc.

ADDITIONAL DATA SHEET: Provide responses to the Additional Data Sheet questions listed on pages 7 and 8 of this pamphlet. Failure to provide this information may result in lost job consideration.

HOW TO PREPARE A RESUME

Writing and Formatting your Resume: Don't write your resume for a particular position. Instead, concentrate on defining and identifying all meaningful skills you possess for those career fields you are interested in. Then describe your experience in terms of **specific skills** rather than general descriptions. Additional hints are provided below:

- ♦ Carefully read the information and application instructions provided in the job opportunity announcement.
- ♦ Describe your experience with **specific** words and phrases rather than vague descriptions. For example, rather than using "communicates orally and in writing", it is better to use "writes complex technical documents and reports; prepares policy statements; develops and presents power point briefings to large groups".
- ♦ Use jargon and acronyms specific to your industry, but also spell out at least once for readers unfamiliar with the terms.
- ♦ If you have extra space, describe your interpersonal traits and attitude. Key words could include skill in time management, dependable, high energy, leadership, sense of responsibility, good memory, etc.
- ♦ You can have more than one paragraph for each experience, but keep paragraphs short by entering a carriage return (blank line) after at least every 20 lines.
- ♦ To ensure that your resume is received as quickly as possible, submit your resume electronically using our On-line Resume Builder (accessible by clicking the "Take Me to the Resume Builder Button" located on bottom of our on-line job announcements).
- ♦ **Don't** condense spacing between letters or type your information in all capital letters.
- ♦ **Don't** use fancy treatments such as graphics, italics, underline, shadows, and reverses (white letters on black background).
- ♦ **Don't** use signs and symbols such as % # * / =.
- ♦ Either attach, or address at the end of your resume, the questions requested on the Additional Data Sheet.

Additional Formatting Instructions for Hardcopy Resumes: If you are planning on submitting a hardcopy resume, follow the formatting rules below closely.

- ♦ Follow the Sample Resume Format.
- ♦ Leave a minimum 1" margin on all sides.
- ♦ Type your resume on 8.5"x11" white bond paper, printed on one-side only.
- ♦ Provide a laser printer original if possible. A typewritten original or a high quality photocopy is OK.
- ♦ Use a 12 pitch font in standard typefaces such as Arial, Helvetica, Futura, Optima, Univers, Times, Palatino, New Century Schoolbook, and Courier.
- ♦ **Don't** submit handwritten, copied or faxed resumes.
- ♦ **Don't** fold or staple your resume.
- ♦ **Don't** submit resumes with light or faded print.

ADDITIONAL DATA SHEET – EAST

Your responses to the following questions, along with the information provided in your resume, will determine whether you are referred for vacant positions. To ensure that your resume receives the best possible job consideration, please answer all questions completely as applicable.

NAME: _____

SSN: _____

1. **JOB OPPORTUNITY ANNOUNCEMENT NUMBER(S) FOR WHICH YOU ARE APPLYING AT HUMAN RESOURCES SERVICE CENTER, EAST:** _____
2. **ARE YOU ELIGIBLE FOR ANY OF THE FOLLOWING HIRING PROGRAM CATEGORIES?** Review each of the following categories carefully and check all that apply. You will be considered for all the hiring categories you select. See pages 3 and 4 for a listing of hiring category definitions or check out our web site at www.donhr.navy.mil.

Current or Former Federal Civilian Employees:

- | | |
|--|--|
| <input type="checkbox"/> Current Permanent Federal Civilian Employee | <input type="checkbox"/> Interchange Agreement (NAF, CIPMS, DCIPS, etc.) Eligible |
| <input type="checkbox"/> Current Permanent Department of Defense Civilian Employee | <input type="checkbox"/> Interagency Career Transition Assistance Program Eligible |
| <input type="checkbox"/> Current Permanent Department of the Navy/USMC Civilian Employee | <input type="checkbox"/> Executive Order 12721 Eligible |
| <input type="checkbox"/> Reinstatement Eligible | <input type="checkbox"/> Spouse of Relocating Military Member or DOD Civilian |

Veterans:

- ☐ Veterans' Readjustment Appointment and/or 30% or More Disabled Veteran
- ☐ Veterans' Employment Opportunity Act Eligible

Others:

- ☐ Persons with Disability ☐ Outstanding Scholar ☐ Current Student

Overseas Applicants Only:

- ☐ Overseas Military Spouse Preference Eligible ☐ Overseas Family Member Preference Eligible
- ☐ Overseas Limited Appointment Eligible

None of the Above:

- ☐ You may still apply for Department of the Navy job opportunity announcements. Please review the "Who May Apply" section of the job opportunity announcement(s) carefully to identify whether or not you are eligible to apply before submitting your resume.

3. **ARE YOU A UNITED STATES CITIZEN?** ☐ Yes ☐ No
4. **PLEASE INDICATE IF YOU ARE INTERESTED AND AVAILABLE FOR ANY OF THE FOLLOWING TYPES OF POSITIONS.** Check all that apply:
- ☐ Part Time
- ☐ Temporary (positions lasting less than 1 year)
- ☐ Term (positions lasting 1 year or longer but less than 4 years)
- ☐ Shift Work
- ☐ Intermittent (on-call)
- ☐ Not interested/available in any of the above types of positions
5. **HOW MANY DAYS PER MONTH WOULD YOU BE AVAILABLE FOR WORK-RELATED TRAVEL?**
- ☐ 1-2 Days ☐ 3-5 Days ☐ 6 or More Days ☐ Not Available
6. **DO YOU CLAIM AN ENTITLEMENT TO VETERANS' PREFERENCE FOR HIRING?** A veteran must have been separated with an honorable or general discharge. In general, military retirees at the rank of major, lieutenant commander, or higher are not eligible for preference in appointment unless they are disabled veterans. Veterans' preference information may be obtained from www.opm.gov or www.dol.gov/dol/vets.

I am claiming:

- ☐ No Veterans' Preference
- ☐ 5-Point Preference
- ☐ 10-Point Disability Preference (service connected disability rated less than 10% or Purple Heart recipient)
- ☐ 10-Point Compensable Disability Preference (service connected disability rating of at least 10% but less than 30%)
- ☐ 10-Point Derived Preference (for spouses, including widows and widowers, or mothers who may be eligible for preference based on service of a veteran who is not able to use the preference because (s)he is deceased, 100% disabled, or unemployable)

☐ 10-Point 30% Compensable Preference (service connected disability rating of 30% or more)

7. **WHAT IS THE LOWEST FEDERAL CIVILIAN PAY PLAN AND GRADE YOU WILL ACCEPT?** Federal pay rates may be found at <http://www.opm.gov/oca/payrates/index.htm>. Convert Demonstration Project pay plans and grades to their General Schedule equivalent. **Pay Plan:** _____ **Grade:** _____
8. **WHAT IS THE LOWEST ANNUAL SALARY THAT YOU WILL ACCEPT?** Convert hourly wages to annual salary. Annual salary = hourly wage x 2087. Round up to the nearest thousand. \$_____,000.00 per year.
9. **IF YOU ARE A CURRENT/FORMER FEDERAL CIVILIAN EMPLOYEE, WHAT IS/WAS THE HIGHEST PAY PLAN AND GRADE HELD ON A PERMANENT BASIS?** Convert Demonstration Project pay plans and grades to their General Schedule equivalent. **Pay Plan:** _____ **Grade:** _____
10. **CAN YOU TYPE/KEYBOARD AT A MINIMUM SPEED OF 40 WORDS PER MINUTE?** ☐ Yes ☐ No
11. **IF YOU ARE APPLYING FOR A FIREFIGHTER, LAW ENFORCEMENT, OR AIR TRAFFIC CONTROLLER POSITION, PLEASE PROVIDE YOUR DATE OF BIRTH.** (mm/dd/yyyy format): ____/____/____
12. **PLEASE CHECK ALL APPLICABLE GEOGRAPHICAL LOCATIONS FOR WHICH YOU DESIRE JOB CONSIDERATION.** This applies only to positions that are serviced by Human Resources Service Center, East. Note: Other Navy Human Resources Service Centers may also recruit for positions in the same location as those listed below. If you wish to apply for job opportunities at another Center, you must submit a separate resume and Additional Data Sheet directly to that region.
- HAMPTON ROADS, VA SOUTHSIDE LOCATIONS:**
- ☐ Chesapeake, VA
 - ☐ Norfolk, VA
 - ☐ Portsmouth, VA
 - ☐ Suffolk, VA
 - ☐ Virginia Beach, VA
- HAMPTON ROADS, VA PENINSULA LOCATIONS:**
- ☐ Hampton, VA
 - ☐ Newport News, VA
 - ☐ Williamsburg, VA
 - ☐ Yorktown, VA
- EASTERN NORTH CAROLINA LOCATIONS:**
- ☐ Camp Lejeune, NC
 - ☐ Cherry Point, NC
- NORTHERN VA/WASHINGTON, DC LOCATIONS:**
- ☐ Quantico, VA
 - ☐ Washington, DC Metro Area
- WEST VIRGINIA LOCATION:**
- ☐ Sugar Grove, WV
- GEORGIA LOCATION:**
- ☐ Albany, GA
- OVERSEAS LOCATION:**
- ☐ Guantanamo Bay, Cuba
- ☐ I am applying for an announcement in a geographic area other than the ones listed above.

BACKGROUND SURVEY: (Answers to the following questions are strictly voluntary.)

A. Race/Ethnic Status:

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> American Indian or Alaskan Native | <input type="checkbox"/> Hispanic |
| <input type="checkbox"/> Asian or Pacific Islander | <input type="checkbox"/> White |
| <input type="checkbox"/> Black | |

B. Sex:

- ☐ Female ☐ Male

APPLICANT INFORMATION. Information provided as part of your application package may be verified at any time. False or fraudulent information may be grounds for withdrawing a position offer or result in termination of Federal employment, and may be punishable by fine or imprisonment. Upon selection, you will be required to sign a statement that all information provided is true, correct, complete, and made in good faith.

PRIVACY ACT INFORMATION. Your Social Security Number (SSN) is requested under the authority of Executive Order 9397 in order to keep your records straight; other people may have the same name. As allowed by law or Presidential directive, we use your SSN to seek information about you from employers, schools, banks, and others who know you. Your SSN may also be used in studies and computer matching with other Government files, for example, on unpaid student loans. Providing your SSN is voluntary; however, if you do not give us your SSN or any other information requested, we cannot process your resume, which is the first step in getting a job. Also, incomplete addresses and zip codes will slow processing. The information provided on your resume will be used for employment consideration. We